



**Gnutti Carlo S.p.A**

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## Coronavirus Protocol

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### Useful information

#### Coronavirus SARS-COV2

Coronaviruses are a large family of viruses which can cause disease in animals or humans. In humans, many coronaviruses are known to cause respiratory tract infections, from the common cold to more severe diseases such as MERS and SARS. The most recently discovered type of coronavirus is the so-called Coronavirus SARS-COV2.

#### Symptoms

Fever, dry cough, breathing difficulties. In severe cases, the infection can cause pneumonia, severe acute respiratory syndromes, kidney failure and even death.

#### Transmission mode

The new Coronavirus (SARS-COV2) is a respiratory virus that mainly spreads through close contact with a sick person. The primary way of transmission is the breath droplets of infected people, for example through:

- saliva, coughing and sneezing,
- direct personal contacts,
- contaminated hands, for example by touching the mouth, nose or eyes.

#### Hygiene

Frequent hand washing with soap and water for at least 60 seconds is the key to prevention. If soap and water are not available, an alcohol-based hand sanitizer (alcohol concentration of at least 60%) can also be used. The use of simple disinfectants is able to kill the virus by canceling its ability to infect people, for example disinfectants containing 75% alcohol (ethanol) or 0.1-0.5% sodium hypochlorite (bleach).

Source: World Health Organization <https://www.who.int/>

### Responsibility

Gnutti Carlo SpA established the "Covid-19 Emergency Management Committee", whose permanent members are:

- The Managing Director (Mr. Mauro Bonsi) of Gnutti Carlo SpA (Employer)
- The Competent Doctor (Dr. Chiara Nardoni) of Gnutti Carlo SpA
- The RSPP (Mr. Alberto Bettini) of Gnutti Carlo SpA
- The WSR – Worker Safety Representative (Mrs. Marina Tomasini, Mr. Giancarlo Russo, and Mr. Pino Reali) of Gnutti Carlo SpA

On the basis of frequent weekly meetings, this committee ensures the verification and application of the rules of the regulatory Protocol and, if necessary, evaluates and implements new actions in relation to any critical issues and / or updates communicated by the Ministry / Region of Lombardy (e.g. DPCM) and / or by HPA (Health Protection Agency).



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## Guidelines for prevention

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### 1. Collaboration of workers and contractors of Gnutti Carlo SpA

Through a notice available at the gatehouse and through communication-training addressed to all employees (also through the "HEALTH STATUS INFORMATION FORM" and the document "SUMMARY OF THE MOST IMPORTANT INFORMATION IN THE CORONAVIRUS PROTOCOL"), Gnutti Carlo SpA invites its workers and contractors to report immediately (within 24 hours) if in the last 14 days they have had a "close" contact, that is in the following cases:

- a person living in the same house together with a COVID-19 case;
- a person who has had direct physical contact with a COVID-19 case (e.g. handshake);
- a person who has had unprotected direct contact with the secretions of a COVID-19 case (for example, touching used paper tissues with bare hands);
- a person who has had direct contact (face to face) with a case of COVID-19, at a distance of less than 2 meters and lasting longer than 15 minutes;
- a person who has been in a closed environment (for example classroom, meeting room, hospital waiting room) with a case of COVID-19 for at least 15 minutes, at a distance of less than 2 meters.

The company requires to report immediately (within 24 hours) to the RSPP and / or to the direct manager cases of "indirect contacts", that is, for example, a contact with a colleague identified as "close contact with a positive case".

In addition, the worker who felt respiratory symptoms and / or symptoms compatible with COVID-19 disease (fever, tiredness and dry cough, soreness and muscle pain, nasal congestion, runny nose, sore throat or diarrhea, pneumonia, severe acute respiratory syndrome), can be readmitted to work after a nasopharyngeal swab (prescribed by the GP) with a negative result and after contacting the Competent Doctor. Without swab and until new provisions, the worker can be readmitted to work without the need to communicate with the CD, if and only if, in the last 14 days he/she has NO longer manifested respiratory symptoms and /or symptoms compatible with the COVID-19 disease. The above information is extremely useful in the collective interest and in order to take precautions provided for the health protection of all workers.

### 2. Personal Hygiene precautions

Gnutti Carlo SpA has made it mandatory for the people present in the company to take all hygienic precautions, in particular the frequent cleaning of hands with soap and water (at least 60 seconds).

Gnutti Carlo SpA has made suitable hand sanitizing gels available in all the company areas: at the entrance of the company (gatehouse), at the entrance of the changing rooms and canteen, in all the break areas (internal and external), near the production offices, and at the entrance of the office building. Also in the bathrooms there are suitable detergent soaps.

### 3. Personal protective equipment

The use of personal protective equipment such as protective masks, disposable gloves, goggles, are made available to the front office personnel (gatehouse/reception, goods reception) and to the first aid staff, when they assist people with Coronavirus symptoms.

Healthy people without respiratory symptoms, such as coughing, would not need to wear a protective mask; however, Gnutti Carlo SpA has decided to provide personal protective equipment for all employees (surgical masks and / or FFP2 and / or FFP3, CE certified).



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In particular, the company has defined the use of protective masks (surgical masks and / or FFP2 and / or FFP3, CE certified) "mandatory" for the entire stay in the company and on the way from-to the company car parks. Only in 3 well-defined and formalized situations indicated in the notices posted in various company areas, it is possible not to wear protective masks, that is, during lunch / dinner in the canteen, during breaks but only in the external areas, and in the case of workers who have an office not to share with other employees.

Clear information is provided to workers (specific documentation and communication through the production / department managers and / or coordinators in general, who have been suitably and previously informed) about when it is necessary to wear a protective mask, as well as how to wear it and how often to change it.

In addition, the company has arranged for the periodic distribution of PPE such as gloves and, where necessary, goggles through direct access by employees to the automatic dispenser for PPE.

To reduce the risk of contagion, the company has provided appropriately identified dedicated containers for collecting the protective masks already used.

#### 4. Management of a symptomatic person in the company

First aid team workers are asked to pay more attention when assisting a person in need of help, though adequate training.

In the event that the person to be assisted shows symptoms related to Coronavirus, such as fever, dry cough, breathing difficulties, it is mandatory for the first aid staff to wear protective mask FFP2, to be worn immediately also by the patient (the patient will be provided with a protective mask FFP2 / FFP3 without valve), glasses to prevent contact with eyes, and disposable gloves.

The worker provided with a protective mask, will be isolated in a place far from the other workers (in this context, two rooms in the company have been identified: a room at the main entrance in via dei Fitti and a room at the second entrance located in via Artigiani), where there are also available PPE and an OPL which informs the person about the correct procedure to follow. In these rooms, the person will stay the time necessary to organize the safe transport to home in accordance with the procedure which was realized and formalized through an OPL (One Point Lesson).

At home, the worker must then contact his/her doctor by phone and follow the doctor's instructions, without going to the Emergency Room.

If the patient is positive for SARS-COV2, Gnutti Carlo SpA will collaborate with the health authorities to trace all possible "close contacts" in order to allow the authorities to apply the necessary and appropriate quarantine measures and the company to take the necessary precautions and / or actions, such as the identification of colleagues who had "close" contact and an extensive sanitation of the premises that the person frequented. During the investigation period, Gnutti Carlo SpA will ask any potential close contacts to leave the plant as a precaution, according to the indications of the Health Authority.

#### 5. Cleaning and sanitizing

Gnutti Carlo SpA has set up ordinary, but also extraordinary, sanitation activities during non-working days, and also has an "ozonation" system for the periodic sanitation of the canteen, changing rooms, offices, and pool company cars.

In particular, for ordinary activities, reinforced cleaning plans have been defined (e.g. sanitization of the aeration and ventilation systems of the premises: offices, common internal areas and department coolers; frequent

sanitization of doors in general, passageways pedestrians and passageways for vehicles inside the factory through a floor washer that uses alcohol-based products, as indicated later in this chapter). There are plans for sanitizing the premises (e.g. canteen, changing rooms, bathrooms and offices), the workstations, the common areas, and the break areas. The periodic sanitization of keyboards, touch screens, mouse with adequate sanitizing products is also guaranteed, both in the offices and the production departments as well as in the break areas.

A rigorous cleaning of company vehicles used for goods and passengers is also carried out.

The control of the scheduled sanitization and ozonation activities is ensured by the presence in the offices, canteen, bathrooms and changing rooms, of a specific documentation showing the work plan and a space for the date-signature confirming the successful execution of the scheduled work.

In the case of a person with SARS-COV2 inside the company premises, the areas will be immediately closed to carry out an extraordinary cleaning, sanitizing, and ventilation activity.

For decontamination, soap and water and subsequently a solution of sodium hypochlorite diluted to 0.1% are used; for surfaces than can be damaged by sodium hypochlorite, a solution with 70% ethyl alcohol is used.

## 6. Management of common areas (canteen, changing rooms, break / smoking areas, drinks and / or snack dispensers )

Access to common areas, including company canteens, break / smoking areas and changing rooms is restricted (frequencies and the number of people who access these areas simultaneously have been revised). There are a continuous ventilation of the premises (e.g. opening of the factory doors, opening of the windows of the offices, of the gatehouse, of the changing rooms and of the canteen), the definition of an entrance and exit separated from the changing rooms, a reduced stop time inside these spaces, always maintaining the safety distance of at least 1 meter among the people who are in those areas. In addition, the use of the company showers and the changing rooms' bathrooms' are banned.

To improve the ventilation and air exchange of the common areas (internal break areas, quality laboratories, tool rooms, and all factory offices), a part of the panes of the boxes in such areas have been removed. Moreover, as in any other common area, there are information documents that warn of the maximum number of people admitted within those areas. In addition to what was previously indicated, the factory offices, which were deemed unsuitable, have undergone a layout change in order to avoid the workers' face-to-face disposition and / or to ensure their distancing.

Sanitizing gel is guaranteed in all company areas. For example gel dispensers have been set up for periodic hand sanitization in all critical areas such as the canteen, the entrance of employees (gatehouse) and suppliers / customers, changing rooms, and break / smoking areas.

The provision of the service through drink and / or snack dispensers has been reactivated, although the withdrawal of drinks and / or snacks is preceded by sanitizing the hands through sanitizing gel dispensers. Furthermore, the consumption of drinks and / or snacks is allowed only outside the production areas and / or offices.

## 7. Movements, meetings and internal events, training activities

- Movements within the company site must be limited to the bare minimum.
- Internal meetings with physical presence of the participants are avoided and replaced with meetings through video conferencing systems. If meetings with presence are required, due to impossible remote connection, the number of participants is reduced to a minimum, ensuring interpersonal distance of at least 2 meters and



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adequate cleaning and ventilation of the meeting rooms. On the other hand, the meeting rooms that were deemed undersized for the risk of contagion, have been closed.

- All internal events and all classroom training activities, even mandatory and even if already organized, have been suspended and canceled. However, it is possible, prior authorization of the company, to carry out remote training, also for workers in smart working.
- If it is not possible to update or complete the professional and/or qualifying training within the deadlines for all company roles / functions about health and safety in the workplace, due to the emergency situation and therefore due to force majeure, it is still allowed to continue the activity of the specific role / function (for example: the emergency fire officer and the first aid officer can continue to intervene in case of need; the forklift driver can continue to operate as a forklift driver).

## 8. Canteen

- Hygiene measures for the distribution of meals have been strengthened through the mandatory use of protective masks for workers responsible for distribution meals to the employees.
- Bags, prepared in advanced, are arranged for lunch in order to avoid gatherings of people in the canteen.
- Access times to the canteen have been rearranged to ensure a smaller gathering of people and therefore a wider interpersonal space while eating.
- To reduce the risk of contagion, the tables have been spaced to ensure a minimum distance of 2 meters between people. In addition, each table can be occupied by one person only.
- The worker who accesses the table must always wear the protective mask that can be removed only when sitting at the table while eating the meal, after sanitizing the hands with sanitizing gel.
- Between one canteen shift and the other, the table will be sanitized.
- To ensure better ventilation / air exchange, the windows are constantly kept open.

## 9. Way of accessing/leaving Gnutti Carlo site for Gnutti Carlo employees and external suppliers

Access to Gnutti Carlo SpA is forbidden to those who, in the last 14 days, have had "close contacts" with subjects tested positive for SARS-COV2 or come from risk areas according to WHO indications.

Before accessing the workplace, anyone who enters Gnutti Carlo SpA will be subjected to body temperature check by means of a thermo-scanner in accordance with the specific procedure for the control and for any actions in case a body temperature is detected equal or higher than 37.5° C . If this temperature is higher than 37.5° C, access to the workplace will not be allowed (please refer to the provisions of chapter 4 of the Coronavirus Protocol).

In the areas of access to the company, Gnutti Carlo SpA has prepared an information notice for anyone who enters the company (see point 11).

### Employees

- Gnutti Carlo SpA has reviewed the entry / exit times to make them staggered, so as to avoid contacts in the common areas as much as possible (entrances, changing rooms, canteen).
- Where possible, an entrance door and an exit door for these rooms have been identified (e.g. changing rooms) and the presence of sanitizing gel is always guaranteed under specific indications.

### Suppliers / Customers

- Specific entry procedures have been defined for supplier / customer access:
  - The person coming from outside will be provided with a protective mask, if he/she does not have one.



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- Upon entering the company, the person will be subjected to body temperature control by means of a thermo-scanner.
  - The person must register at the specific area where he/she will find also the main rules (in Italian and English) to prevent contagion. In addition, the person must sanitize the hands through a specific gel available at the check-in counter.
  - The person will also receive a series of documents such as "HEALTH STATUS INFORMATION FORM" and the document "SUMMERY OF THE MOST IMPORTANT INFORMATION IN THE CORONAVIRUS PROTOCOL".
  - In any case, before accessing the workplace, the person must wait for the company contact person and on this occasion he/she will be informed about the methods of prevention for himself/herself and for others.
- Following the instructions on the specific OPL, that is available in the loading / unloading areas of goods, the drivers must remain on board their own vehicles: access to the offices is not allowed for any reason. For the necessary preparation of loading and unloading activities, the transporters must comply with the strict distance of at least one meter.
  - Dedicated toilets are available for suppliers / transporters and / or other external personnel. The use of toilets for employees is prohibited. Adequate daily cleaning and sanitization of the dedicated toilets is guaranteed.
  - Access to visitors (except regular suppliers and customers) is reduced as far as possible.
  - The entry of regular suppliers (cleaning company, maintenance...) must comply with all our company rules.
  - The rules of this Coronavirus Protocol extend to contracted companies that can organize permanent and temporary offices, and construction sites within the sites and production areas.

Furthermore, when there is a transport service for people organized by the Gnutti Carlo SpA, the safety of workers is guaranteed and respected during each movement. In particular, the following precautions are implemented:

- Only one passenger can take a seat in the car with the employee of Gnutti Carlo SpA, who together with the employee of Gnutti Carlo SpA will be equipped with a protective mask.
- The passenger must sit on the rear seat on the right side.
- When possible, the windows should be kept open to improve ventilation.

## 10. Company organization (shift, remodeling of production levels, business trips, smart working)

Following the emergency of COVID-19, Gnutti Carlo SpA:

- orders the closure of all departments other than production or, in any case, those whose operation is possible through the use of smart working or, in any case, remotely;
- proceeds with a re-modulation of production levels;
- ensures a shift schedule for employees dedicated to production with the aim of minimizing contacts and creating autonomous and distinct groups;
- uses smart working for all those activities that can be carried out at home or remotely;
- suspended and canceled all domestic and international business trips even if already agreed or arranged;
- suspended and canceled all customer and supplier visits, admitting only those absolutely mandatory.

## 11. Communication and information

Workers of Gnutti Carlo SpA and all external personnel are informed, through specific signs, about the golden rules for prevention:

- absolute ban on approaching less than 1 meter from colleagues or other people, if not equipped with a protective mask;
- cover your mouth and nose when sneezing or coughing;
- wash your hands frequently (at least 60 seconds);
- avoid touching your eyes, nose or mouth if you have not previously washed your hands;
- appropriately use protective masks (surgical, FFP2 and FFP3) and sanitary devices for individual protection, even if the minimum distance of 1 meter is guaranteed;
- in case of flu symptoms, avoid going to work;
- avoid hugs and handshakes.

Furthermore, the workers of Gnutti Carlo SpA and all external personnel are informed about as follows:

- the prohibition of accessing Gnutti Carlo SpA to those who, in the last 14 days, have had contact with subjects tested positive for SARS-COV2, or come from risk areas according to WHO indications;
- the obligation to stay at home in case of fever (equal to or above 37.5° C) or other flu symptoms and to call the family doctor and health authority;
- the commitment to promptly and responsibly inform the RSPP and / or the direct manager about the onset of any flu symptoms during the work performance, taking care of remaining at an adequate distance from the people nearby;
- the commitment to respect all the provisions of the Authorities and the Employer in accessing the company (in particular, maintaining the safety distance, observing the rules of hand hygiene and keeping correct hygiene behaviors).

The information to the workers of Gnutti Carlo SpA and to all external personnel takes place through hand-delivered documents (e.g. regarding the correct use of protective masks), through the posting of appropriate signs and information notes displayed on the company notice boards, in the canteen, at the entrance of the changing rooms and at the gatehouse.

A specific training moment has been set up for all the employees (a document was created to ensure that the information is correctly communicated to all the people working in Gnutti Carlo S.p.A.) by the production / department managers and / or coordinators of the various company functions about the rules aimed at preventing contagion and the methods of communication in the event of situations which could endanger workers' health. To ensure the effectiveness of the training, a test was developed both for the workers of the company Gnutti Carlo S.p.A. and for external people (customers, suppliers, and visitors).

To ensure correct application of the "Coronavirus Protocol", an audit is carried out by RSPP, WSR, AND Supervisors. In order to objectify and standardize this activity, a formal audit was developed; it includes 14 assessment elements. The results of the audits and the related corrective / preventive actions are analyzed weekly by the Covid-19 Emergency Management Committee".



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The Competent Doctor accepted the obligation to report to the company all those employees who have critical pathologies prior to the pandemic (immunosuppressed) or a fragile physical situation in order to delay the entry into the company compared to other workers.

Maclodio, 10<sup>th</sup> June 2020

Approved by

EMPLOYER

COMPETENT DOCTOR

RSPP

WSR (Worker Safety Representative)

References:

Mauro Bonsi-Employer (phone 030.9789.153), Dr. Chiara Nardoni – Competent Doctor (phone 030.223949, e-mail gc.nardoni@gmail.com), Alberto Bettini-RSPP (phone 030.9789.109), Marina Tomasini-WSR (mobile 338.9657707), Russo Giancarlo-WSR (mobile 334.8861981) and Pino Reali-WSR (mobile 388.1095648).

